

Approved For Release 2003/12/22 : CIA-RDP78R05317A000300030002-1

## VACANCY NOTICE

AGENCY-WIDE

OFFICE OF RESEARCH AND DEVELOPMENT

POSITION TITLE	GRADE	POS. NO.
Secretary-Steno	GS-06	DW88
COMPONENT/LOCATION		
ORD/Operations Technology Division - Ames Building		
JOB DESCRIPTION:		
<p>The incumbent will serve in a very active technical office comprised of <input type="checkbox"/> technical officers and <input type="checkbox"/> other secretaries. Responsibilities will include:</p> <ol style="list-style-type: none"> <li>1. Typing memoranda, technical reports and contract actions.</li> <li>2. Some dictation.</li> <li>3. Scheduling appointments, arranging meetings and receiving visitors.</li> <li>4. Handling travel arrangements and requests for security clearances.</li> <li>5. Participating in the records control management for the division.</li> <li>6. Serving as senior secretary in her absence.</li> <li>7. Perform other clerical duties as required by very busy technical officers.</li> <li>8. Operate a MAG I typewriter.</li> </ol>		
QUALIFICATIONS:		
<ol style="list-style-type: none"> <li>1. Willingness to learn.</li> <li>2. Qualified by Agency standards in typing; ability to type quickly, accurately, and neatly. Shorthand capability required, but need not be qualified by Agency Standards.</li> <li>3. Initiative.</li> <li>4. Not afraid to work under pressure of deadlines.</li> <li>5. Congenial personality, tactful, and dependable.</li> <li>6. Some knowledge of Agency administrative and security procedures and correspondence formats and familiarity with the Agency organization structure would be helpful.</li> </ol>		
DEADLINE FOR NOMINATIONS:		
30 MAR 1976		Accompanied by Official Personnel Folder and current biographic profile

Applicants at lower grades (but not more than two grades below the grade of this vacancy) will be considered for this position.

TO APPLY: SEE INSTRUCTIONS IN VACANCY NOTICE BOOK IN YOUR PERSONNEL OR SUPPORT OFFICE. VACANCY NOTICE BOOKS ARE ALSO AVAILABLE IN THE COLLATERAL READING ROOM, 1 H 1129 HEADQUARTERS, ROOM 5 E 47 HEADQUARTERS, AND ROOM 332 AMES BUILDING.

Signed  Office  SB/MS/ORD/DDS&T

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Date 22 March 1976

Phone 

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